



Detroit 90/90 Request for Proposal

Carpet Cleaning and Floor Finishing April 17, 2017

Questions regarding the submission of the RFP, contact via email:

Maglio Willis, Facilities Manager

Email: Maglio.willis@uprepschools.com

**Proposals Due:
May 5, 2017; 12:00 P.M.**

Detroit 90/90
610 Antoinette
Detroit, MI 48202

Detroit 90/90 Request for Proposal

A. PURPOSE AND TERM OF CONTRACT

1. It is the desire of Detroit 90/90 to evaluate all possible options for carpet cleaning and floor finishing services for all University Prep Schools District buildings.
2. This RFP is issued for the purpose of negotiating a contract for the district’s carpet cleaning and floor finishing services to be performed between July 24, 2017 and August 18, 2017.
3. In the RFP, the bidder will be referred to as the “Contractor” and Detroit 90/90 will be referred to as “Client”. University Prep Academy and University Prep Science and Math are the school districts/locations for services.
4. The Chief Executive Officer is the contracting authority and is responsible for contract matter, signatory and authority, while managerial oversight of all contractual matters is the responsibility of the Operations Department.
5. A Certificate of Insurance must be presented prior to start of service. The policy must reflect client as “additional insured”.
6. The contractor must disclose any familial relationships with any employees or board members of Detroit 90/90, University Prep Academy and University Prep Science and Math in the proposal.

B. SCOPE

1. The contract is for carpet cleaning and floor finishing services for the University Prep Academy and University Prep Science and Math Schools Districts, a total of 11 buildings averaging 535,400 square feet. The campus locations and scope of work are as follows:

Campus	Address	Square Footage
Mark Murray	435 Amsterdam, Detroit 48202	70,000
Ellen Thompson	957 Holden, Detroit 48202	59,000
UPA Middle School	5301 St. Antoine, Detroit 48202	53,800
UPA High School	610 Antoinette, Detroit 48202	89,000
UPSM Elementary School	2251 Antietam, Detroit 48207	95,600
UPSM Middle School	5100 John R, Detroit 48202	79,000
UPSM High School	2664 Franklin, Detroit 48202	89,000
Total Square Footage		535,400

Scope of Work:

Work should be performed by trained, full-time personnel under supervision of Contractor management.

- Steam clean and deodorize all carpeted areas in building
- Strip and wax hard floor surfaces, including concrete

C. CONTRACT SPECIFICATIONS

1. The contractor's management contact will coordinate all services and operational matters with the Facilities Manager and/or District designee.
2. All contractual issues will be resolved between the contractor and Detroit 90/90's contracting authority.
3. Any changes or modifications to the contract will be in writing and signed by an authorized contractor representative and Detroit 90/90's contracting authority.
4. The contractor will pay all wages, taxes, insurance and benefits for employees as required by local, state and federal regulations.
5. The contractor will provide staff with training, material, and support necessary to service Detroit 90/90.
6. The contractor will provide employees with distinguishing clothing or other means of recognition for wear at all times while performing duties on University Prep Schools campuses.
7. Contractor must have a complete understanding of and adherence to current school health and safety standards.
8. The contractor will provide and maintain all necessary equipment for the successful completion of the services required.

PROPOSAL REQUIREMENTS

Contractors must submit a proposal containing the following information:

- a. Company Overview – included but not limited to: Name and address of operating company, legal status as a partnership, corporation, and other, number of years in business
- b. Key Personnel – Owner and/or managers and number of staff currently employed
- c. References – a minimum of three (3) references
- d. Uniform/ID Policy

Sealed proposals with “***RFP Carpet Cleaning and Floor Finishing Services***” on the envelope are due on **Friday, May 5, 2017** by 12:00 P.M. (Noon). Proposals must be addressed to:

**Detroit 90/90
Central Management Offices**

**610 Antoinette
Detroit, MI 48202**

Faxed and/or email proposals will not be accepted. Any submitted proposal shall remain a valid proposal for 30 days after the proposal date. Proposal should be signed by an authorized contractor representative.

Proposals will be evaluated based on Proposal Content (submitted documentation), Understanding of Need, Experience, References (education clients are a plus), and Pricing. The proposal review date is Wednesday, May 10, 2017.

INQUIRIES & SITE VISIT

It is the responsibility of the contractor to make inquiries or schedule a tour of the campus locations prior to submitting a proposal. Contractors should contact **Maglio Willis** (313-920-3867 or maglio.willis@uprepschools.com) for inquiries and site visits up until to **Wednesday, April 26, 2017.**